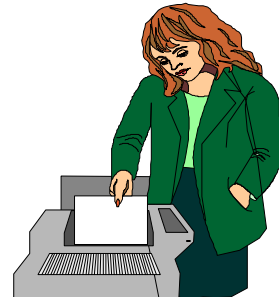


IMPERIAL COUNTY 1996

OCCUPATIONAL OUTLOOK REPORT



Accountants and Auditors
Automotive Mechanics
Electricians
Farm Equipment Operators
Food Preparation Workers
General Managers and Top Executives
General Office Clerks

Heating, Air Conditioning, and Refrigeration
Mechanics and Installers
Maintenance Repairers - General Utility
Medical Assistants
Salespersons - Retail (Except Vehicle Sales)
Traffic, Shipping, and Receiving Clerks
Truck Drivers - Heavy or Tractor Trailer

Imperial County

Occupational Outlook 1996

A Product of

The California Cooperative



Occupational Information System

Sponsored by

Private Industry Council
of Imperial County

State of California
Employment Development Department

California Occupational Information
Coordinating Committee

Private Industry Council
of Imperial County
797 Main Street, Ste A
El Centro, CA 92243

Phone: (760) 353-5050
Fax: (760) 353-6594

Acknowledgements

Special thanks are given to the following individuals for their contribution to this publication:

Employers of Imperial County for giving their valuable time in responding to the survey.

Educators, Economic Development Professionals, Human Resource Specialists, and other resource people contacted for their information and expertise.

Community members who attended the 1996 CCOIS Informational meeting and provided guidance and information for selecting the occupations to survey.

Labor Market Information Division staff for their support and technical assistance, especially Research Analyst, *Susan Connelly*.

The following members of the *Imperial County CCOIS 1996 Advisory Committee* who provided their knowledge and expertise to make the final determination of the 15 occupations to survey:

George Apostol, Quechan Indian Nation
Mary Camacho, Imperial Valley Regional Occupational Program
Leonard Fabian, Private Industry Council, Staff
Roy Flores, ARBOR of Imperial County
Helen Lopez, Work Training Center
Maria Matthews, Valley of Imperial Development Alliance
Gilbert Ortega, CA Employment Development Department
Dr. Prasad Padmanabhan, San Diego State University
Mike Wilson, Private Industry Council, Board Member

Last, but not least, *Angela Cosio* whose numerous hours collecting data for this project helped make this report possible.

Table of Contents

Introduction	6
Report Usage	6
Program Methods	8
Definitions and Terminology.....	10

Occupational Summaries

Accountants & Auditors	15
Automotive Mechanics	16
Electricians	17
Farm Equipment Operators	18
Food Preparation Workers	19
General Managers & Top Executives	20
General Office Clerks	21
Guards & Watch Guards	22
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	23
Maintenance Repairers - General Utility	24
Medical Assistants	25
Salespersons - Retail (Except Vehicle Sales)	26
Traffic, Shipping, & Receiving Clerks	27
Truck Drivers - Heavy or Tractor Trailer	28
Waiters & Waitresses	29

Sample Questionnaire	31
Top Ten Occupational Information Resources.....	34
Imperial County Area Profile.....	37

Introduction

Report Usage

Program Methods

Definitions and Terminology

Introduction

Welcome to the first *Occupational Outlook Report* for Imperial County. The labor market information presented in this report was collected through a cooperative partnership between the Private Industry Council of Imperial County and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS).

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information to aid in career decisions and employee selection.

This publication includes detailed occupational summaries for 15 occupations found in the Imperial County labor market. The summaries were developed based upon confidential surveys with several hundred local employers during 1996. The research methods and sample questionnaire used to collect this information were designed and followed with the intention of collecting accurate and unbiased data. They are contained in the appendix.

The occupations surveyed were selected for study based upon a variety of criteria, including input from local employers, local training providers, educators, and economic development professionals. Different occupations will be selected for study in successive years.

Report Usage

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, labor supply and demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new programs, or eliminate outdated programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupation size, expected growth rates, and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business expansion or relocation purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. Should you have any questions regarding the information in this report, please contact Tracy Bendix, Program Coordinator at the Private Industry Council, (760) 353-5050.

Program Methods

The Occupational Outlook Report is the product of a combined effort between the Private Industry Council (PIC) and the California Cooperative Occupational Information System (CCOIS). PIC and CCOIS each have specific roles to make this publication possible. CCOIS provides the technical support and the PIC gathers, analyzes, and disseminates the information to the community. This section will describe the processes used in the project.

Occupation Selection

Occupations and their definitions were selected from the *Occupational Employment System (OES)*.

The PIC staff put together a preliminary list of occupations based upon:

- ◆ Occupations having a substantial employment base in Imperial County
- ◆ Indications that an occupation is “in demand” by either employers or job seekers
- ◆ Input from local training providers, employers, and economic development agencies

A community meeting was held with representatives present from community-based organizations, training providers, local businesses, and economic development agencies. The preliminary list of occupations was reviewed and discussed, and the attendees participated in providing input for the final selection.

An advisory committee comprised of 9 persons representing community-based organizations, training providers, local business, and economic development agencies met to discuss input from the initial community meeting as well as additional sources. The advisory committee made the final selection decision of the list of 15 occupations to survey.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was generated for each occupation. LMID staff, using detailed databases of employer information and occupation staffing patterns within industries, chose a representative sample of employers for each of the occupations. The sample was carefully reviewed by the PIC staff and employers were added to and deleted from each occupation to obtain a sample of 40 employers, or as many as could be found for each occupation. A minimum goal of 15 responding employers for each occupation is desired. However, only when the sample is exhausted and fewer than 15 employers ultimately respond is a lesser number allowed.

Questionnaire Development

The CCOIS 2-page standardized questionnaire form was used for this very first Occupational Outlook Report for Imperial County.

Survey Procedures

PIC used the following survey procedures:

Staff utilized the employer sample listing to obtain telephone number for employers. Local directories and other resources were used to refine this listing to produce a successful telemarketing effort. Employers were eliminated from the list that were no longer in business or had no local address.

Each employer was called to verify company name, address, the existence of the occupation at the company, and the name of a contact person. A description of the survey was given and participation was encouraged. Employers were eliminated from the list if they did not employ an occupation (or occupations) for which they were listed in the sample or if it was determined that they only employed family members. Employers refusing to respond were noted.

Cover letters and questionnaires were mailed or faxed to employers listed on the refined employer sample. Employers not responding to the correspondence were contacted by phone to encourage them to return the questionnaire(s) and were given the opportunity to complete the questionnaire(s) by telephone or to return via fax.

Completed questionnaires were reviewed by the PIC staff and LMID Site Analyst to monitor accuracy and completeness. Employers were contacted to clarify inconsistencies and to complete partial responses to meet final response goals.

If a sufficient number of responses could not be obtained from the finalized sample, additional employers from other sources were contacted.

Tabulation and Results

PIC staff entered survey responses into a database and tabulations were produced. The data were analyzed, reviewed, and the final report was written. The final product is the *Occupational Outlook Report* which provides occupational summaries and training information for each job title. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply and demand assessment, wages and benefits, and other information.

Specific employer information obtained during the survey is held in strict confidence, affording safety and anonymity to each participating employer.

Definitions and Terminology

Each *occupational summary* follows the same basic format. The format of the occupational summary is intended to use user friendly terms to indicate the highlights of numerous pages of statistical tables relating to the survey data for each occupation.

Occupation Title and Definition

The titles and descriptions used for the Occupational Summaries are from the *Occupational Employment Statistics (OES) Dictionary*, published by the Bureau of Labor Statistics. Each occupation is identified by its unique 6-digit code number.

Firms Surveyed

Indicates the number of firms comprising the “active” sample, firms contacted which did employ the occupation in question.

Firms Responding

Indicates the total number of employers answering the “core required” questions of the survey (see Sample CCOIS Employer Questionnaire at the end of this report). Required responses are on questions 2, 3, 8, 10, 11, 12, 14, 17 & 18. Employer responses comprising the data elements of the sections on “Benefits” and “Supply & Demand Assessment” may be less than the total number of firms responding.

Employees Represented

Indicates the total number of employees employed by responding employers at the time of survey.

Commonly Used Terms

When reference is made to “*almost all, most, many, some, or few*,” the following guidelines apply:

Almost All—more than 75% of the surveyed item;

Most —51% up to and including 75% of the surveyed item;

Many —35% up to and including 505 of the surveyed item;

Some —10% up to but not including 35% of the surveyed item;

Few —less than 10% of the survey respondents.

Wages

Wage data enables comparison of salary ranges across occupations. The data does not represent official prevailing wages. The wages are reported as ranges based on information collected from local employers.

When union employment was reported the Wages table separately designates Union wages. A response of N/A indicates there were no employees in that category.

The following definitions are used:

Entry Level/No Experience: Wages paid to persons trained but without paid experience in the occupation.

Experienced/New to Firm: Wages paid to journey-level or experienced persons just starting at the firm.

3+ Years Experience with Firm: Wages generally paid to persons with more than three years of journey-level experience at the firm.

Note: All wage data reflects wages prior to September 31, 1996 and therefore does not reflect the federal minimum wage increase effective October 1, 1996.

Benefits

The table indicates benefits offered to full-time employees. A summary statement indicates benefit information for part-time employees.

Education, Training & Experience

Education: Indicates the education level of new hires in the occupation as surveyed.

Training: Indicates specific training requirements reported.

Experience: Indicates required work as a pre-requisite of employment and acceptable training as a substitute for required experience.

Job Skills

Basic Skills: Data regarding basic skills was not collected via the CCOIS two-page standardized survey. This section contains skills as listed through various other sources, *California Occupational Guides*, *Occupation Outlook Handbook*, or *Dictionary of Occupational Titles*.

Computer Skills: Indicates computer skills employers seek in applicants as surveyed.

Other Skills: Indicates new skills, if any, as reported by employers responding or additional basic skills not mentioned in Basic Skills.

Employment Trends

Size of Occupation: Unless otherwise indicated, an estimated range of the number of workers in the occupation. The scale used to measure occupation size in Imperial County is:

Small =	Less than	52
Medium =	52 -	104
Large=	105 -	226
Very Large	227 And Above	

Occupational Forecast 1993-2000 Imperial County

Unless otherwise indicated, the forecasted occupational growth rate is based on Projection and Planning Information as compiled by the Labor Market Information Division of the Employment Development Department. The following terms describe occupational job growth rate:

Much Faster than Average = 1.5 times average or more
Faster than Average = 1.1 to but not including 1.5 times average
Average = .9 to but not including 1.1 times average
Slower than Average = Less than .9 but greater than 0
No significant change= 0
Slow decline= Less than 0

Supply/Demand

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the local supply/demand situation found in the area currently are defined as:

Very Difficult- Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult - Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

A Little Difficult - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

Not Difficult - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Occupational Summaries

Accountants and Auditors

Automotive Mechanics

Electricians

Farm Equipment Operators

Food Preparation Workers

General Managers and Top Executives

General Office Clerks

Guards and Watch Guards

*Heating, Air Conditioning, and Refrigeration
Mechanics and Installers*

Maintenance Repairers - General Utility

Medical Assistants

Salespersons - Retail (Except Vehicle Sales)

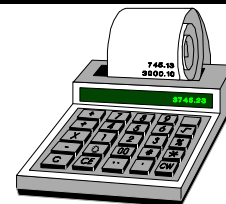
Traffic, Shipping, and Receiving Clerks

Truck Drivers - Heavy or Tractor Trailer

Waiters and Waitresses

ACCOUNTANTS AND AUDITORS

ACCOUNTANTS AND AUDITORS examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

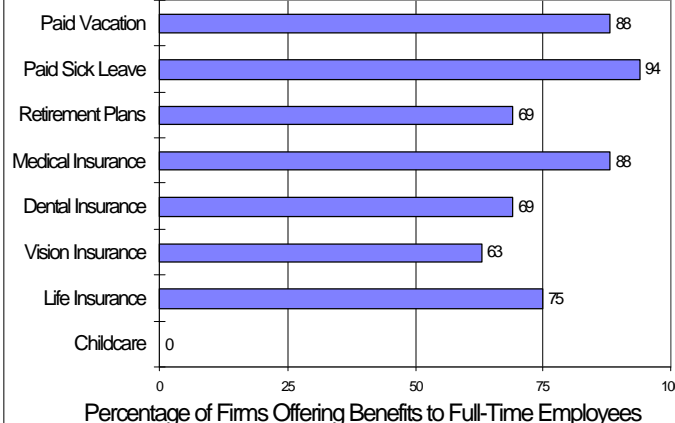


OES Code: 211140 28 Firms Surveyed
DOT Codes: 160.162-018 16 Firms Responding 58% Response Rate 49 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non Union	\$5.50-11.50	\$9.35
Union	N/A	N/A
Experienced/New To Firm		
Non Union	\$6.00-23.20	\$12.25
Union	\$7.80-19.75	\$13.75
3+ Years Exp. with Firm		
Non Union	\$10.00-25.05	\$13.75
Union	\$8.70-22.85	\$15.80

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Many firms report most recent hires have some college but no degree. Many firms report some recent hires have a Bachelor Degree and some firms report a few recent hires have an Associate Degree.

Training: Some firms require certification as a Certified Public Accountant. (C.P.A.)

Experience: Most firms always require 12-24 months experience. Most firms sometimes allow training to substitute for experience.

JOB SKILLS

Basic Skills: Good record keeping and organization, problem solving, attention to detail, and good verbal and written communication.

Computer Skills: Almost all employers seek applicants with spreadsheet and word processing skills. Most employers seek applicants with database computer skills. Some seek applicants with other accounting software.

Other Skills: Knowledge of new computer technology, Windows® and Internet use are becoming desirable.

EMPLOYMENT TRENDS

Size of Occupation: Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%
 Growth for this Occupation is forecast to be *Faster Than Average*. (16.6%)

Supply/Demand: Employers find it is somewhat difficult to find fully experienced and qualified applicants as well as inexperienced applicants. During the last year as well as over the next three years almost all employers report stable employment.

Vacancies Filled in Last 12 Months were 10 due to: Promotions (20%), Employees Leaving (30%), New Positions (30%), and Temporary Positions (20%).

Recruitment: Most firms recruit via in-house promotion or transfer and newspaper ads. Many firms use employees' referral.

OTHER

Gender: Female 69%, Male 31%

Employment Type: Full-Time 90%, Part-Time 6%, Temporary/On Call 2%, Seasonal 2%.

Average Hours Worked: Full-Time 41 Hours, Part-Time 18 Hours, Temporary/On Call 30 Hours, and Seasonal 40 Hours.

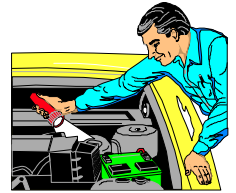
Union Status	Non-Union	Union
Firms	87.5%	12.5%
Employees	84%	16%

Note: Most recent hires were in Non-Union positions.

Alternate Titles: Staff Accountant, Accounting Analyst, Chief Financial Officer, Controller.

AUTOMOTIVE MECHANICS

AUTOMOTIVE MECHANICS adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. This occupational definition does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

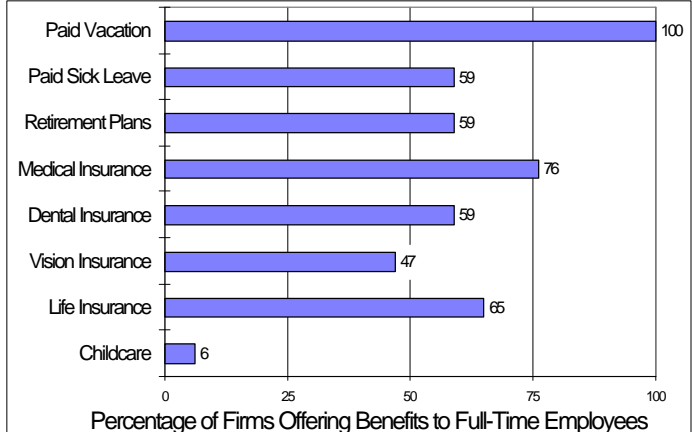


OES Code: 853020 44 Firms Surveyed 43% Response Rate 60 Employees Represented
DOT Code: 908.663-014 19 Firms Responding

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$4.25-8.00	\$5.00
Union	\$13.10	\$13.10
Experienced/New To Firm		
Non-Union	\$5.75-20.00	\$8.00
Union	\$9.00-21.30	\$11.50
3+ Years Exp. with Firm		
Non-Union	\$7.50-20.00	\$8.75
Union	\$10.15-21.30	\$15.70

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: *Almost all* recent hires have a High School Diploma or Equivalent. *Some* have less than a High School Diploma and a *few* have an A.A. degree.

Training: *Many* firms require 12 months training in a recognized mechanic apprenticeship program or A.S.E. certification.

Experience: *Most* firms *always* require 12-24 months experience. *Most* firms *sometimes* allow training to substitute for experience.

JOB SKILLS

Basic Skills: The ability to follow oral and written directions, keep records, operate machine tools, and problem solve.

Computer Skills: *Most* employers seek applicants with database skills. *Some* seek computer diagnostics skills and general knowledge of computers.

Other Skills: Electronics and keeping abreast of new automotive technology may be desirable.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%.
 Growth for this Occupation is forecast to be Average (13.7%).

Supply/Demand: Employers report a *little difficulty* finding fully experienced and qualified applicants as well as inexperienced applicants. *Few* firms report growth during the last year while *some* project growth over the next 3 years.

Vacancies Filled in Last 12 Months were 11 due to: Promotions (0%), Employees Leaving (82%), New Positions (9%) and Temporary (9%).

Recruitment methods used by *most* employers were newspaper ads. *Many* use employee referrals and *some* use EDD or hire unsolicited applicants.

OTHER

Gender: Male 98%, Female 2%

Employment Type: Full-Time 92%, Part-Time 8%, Temporary/On Call 0%, Seasonal 0%.

Average Hours Worked: Full-Time 42 Hours, Part-Time 22 Hours.

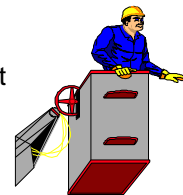
Union Status	Non-Union	Union
Firms	74%	26%
Employees	69%	31%

Note: *Almost all* recent hires were in Non-Union positions.

Alternate Title: Automotive Technician

ELECTRICIANS

ELECTRICIANS install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. This occupational definition includes Protective Signal Installers and Repairers and Street Light Servicers.

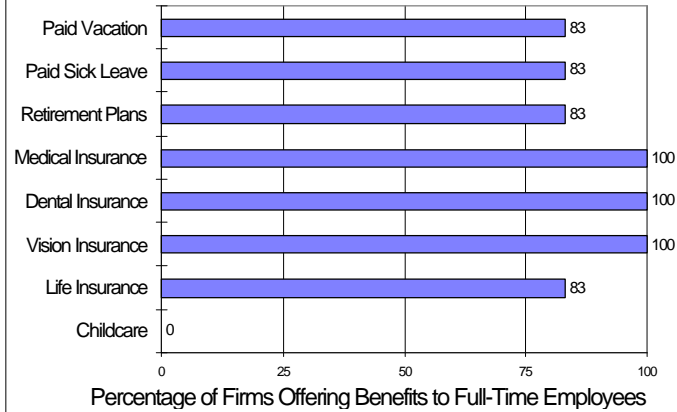


OES Code: 872020 16 Firms Surveyed
DOT Code: 824.261-010 7 Firms Responding 43% Response Rate 34 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$5.00	\$5.00
Union	\$4.25-4.25	\$4.25
Experienced/New To Firm		
Non-Union	\$7.00	\$7.00
Union	\$5.00-23.50	\$13.60
3+ Years Exp. with Firm		
Non-Union	\$11.00	\$11.00
Union	\$13.30-23.50	\$20.45

BENEFITS



No firms report offering benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: *Almost all* employers report *almost all* recent hires have a High School Diploma or educational equivalent. *Some* employers report a *few* recent hires have some college but no degree.

Training: *Most* firms require on-the-job training or high voltage safety training. *Many* firms never allow training to substitute for experience.

Experience: *Most* firms report they *usually* require prior experience ranging from 6-48 months.

JOB SKILLS

Basic Skills: Electricians must have good mechanical ability, a thorough knowledge of the principles of electricity, circuitry, and power distribution within a building, and familiarity with the materials and techniques of construction.

Computer Skills: *All* firms seeking applicants with computer skills seek spreadsheet computer skills.

Other Skills: Electricians usually work with little or no supervision.

EMPLOYMENT TRENDS

Size of Occupation: Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%
 Growth for this Occupation is forecast to be *Faster Than Average* (14.3%)

Supply/Demand: Employers report a *little difficulty* finding fully experienced and qualified applicants as well as inexperienced applicants. *Most* reported stable employment during the last year while *almost all* project stable employment over the next 3 years.

Vacancies Filled in Last 12 Months were 11 due to: Promotions (9%), Employees Leaving (18%), New Positions (18%), and Temporary (55%).

Recruitment: *Almost all* firms recruit by newspaper ads. *Most* use in-house promotion or transfer. *Many* use EDD or hire unsolicited applicants.

OTHER

Gender: Male 94% Female 6%

Employment Type: Full-Time 100%

Average Hours Worked Per Week:
 Full-Time 40 Hours

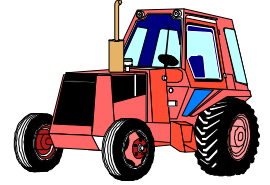
Union Status	Non-Union	Union
Firms	14%	86%
Employees	9%	91%

Note: *Almost all* recent hires were in Union positions.

Alternate Titles: Telephone Cable Installer

FARM EQUIPMENT OPERATORS

FARM EQUIPMENT OPERATORS drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.



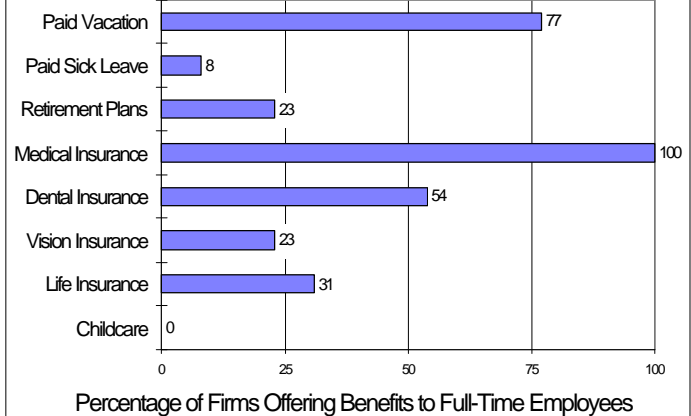
OES Code: 790210 40 Firms Surveyed
DOT Code: 409.683-010 15 Firms Responding 37% Response Rate 206 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$4.25-6.10	\$5.30
Union	\$6.00	\$6.00
Experienced/New To Firm		
Non-Union	\$5.10-6.50	\$5.50
Union	\$6.00	\$6.00
3+ Years Exp. with Firm		
Non-Union	\$5.50-7.50	\$6.25
Union	\$7.00	\$7.00

Note: Wages do not include commission wages that a few employers reported paying.

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Most employers report *most* recent hires have a High School Diploma or educational equivalent. *Some* employers report *some* recent hires have less than a High School Diploma.

Training: Most employers *sometimes* allow training to substitute for work experience.

Experience: Most employers *usually* require from 6-24 months related experience.

JOB SKILLS

Basic Skills: Ability to drive and operate one or more types of farm equipment. Must be able to hitch towed implements, make necessary adjustments to machinery, and perform routine maintenance.

Computer Skills: Spreadsheet software skills were desired by employers seeking applicants with computer skills.

Other Skills: Physical ability to climb on and off of equipment, and adequate strength to hitch towed implements and perform routine maintenance and machinery adjustments.

EMPLOYMENT TRENDS

Size of Occupation: Very Large (based on knowledge of local industry)

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%
 Growth for this Occupation is not available by forecast.

Supply/Demand: Employers find it *a little difficult* to find fully experienced and qualified applicants as well as inexperienced applicants. *Most* employers report stable employment during the last year. *Almost all* employers project stable employment over the next three years.

Vacancies Filled in Last 12 Months were 115 due to: Promotions (4%), Employees Leaving (4%), New Positions (17%), and Seasonal (74%).

Recruitment : *Almost all* firms use employees' referrals. *Many* hire unsolicited applicants.

OTHER

Gender: Male 99%, Female 1%

Employment Type: Full-time 75%, Part-Time 18%, Temporary/On Call 5%, Seasonal 2%.

Average Hours Worked: Full-Time 56 Hours, Part-Time 46 Hours, Temporary 60 hours, and Seasonal 60 Hours.

Union Status:	Non-Union	Union
Firms	93%	7%
Employees	95%	5%

Note: *All* recent hires were in Non-Union positions.

Alternate Titles: Tractor Driver, Tractor Operator, Heavy Equipment Operator, Equipment Operator.

FOOD PREPARATION WORKERS

FOOD PREPARATION WORKER perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.



OES Code: 650380

57 Firms Surveyed

DOT Code: 319.484-010

23 Firms Responding

40% Response Rate

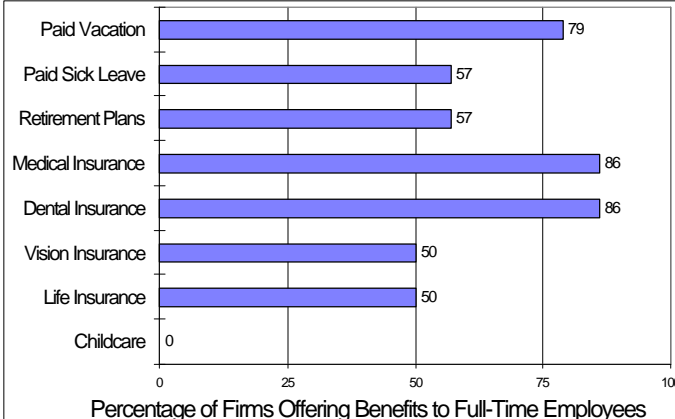
282 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$4.25-7.05	\$4.70
Union	\$6.75-12.90	\$6.95
Experienced/New To Firm		
Non-Union	\$4.25-7.25	\$5.65
Union	\$6.75-14.90	\$7.20
3+ Years Exp. with Firm		
Non-Union	\$4.25-8.65	\$7.00
Union	\$8.20-14.90	\$10.05

Note: Wages do not include tip/commission wages that a few employers reported paying.

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: *Almost all* firms report recent hires have a High School Diploma or educational equivalent. *Some* firms report recent hires have less than a H.S. Diploma and a *few* report recent hires have some college but no degree.

Training: *Some* firms require 1-12 months of food prep or related training.

Experience: *Many* firms *sometimes* require 6-12 months related work experience. *Many* firms *sometimes* allow training to substitute for work experience.

JOB SKILLS

Basic Skills: Knowledge of a sanitary work environment, skills in sandwich and salad making, and able to handle food orders in a timely manner. Ability to work independently, under pressure, and with close supervision.

Computer Skills: *Some* firms seek applicants with spreadsheet or other computer software knowledge.

Other Skills: Good people skills and knowledge of proper food handling and safety are increasingly important.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
Average Total Occupational Growth Rate 12.8%.
Growth for this Occupation is forecast to be *faster than average* (16.3%).

Supply/Demand: Employers report it is *a little difficult* to find fully experienced and qualified applicants as well as inexperienced applicants. *Most* firms report stable employment during the last year. *Almost all* firms project stable employment over the next three years.

Vacancies Filled in Last 12 Months were 88 due to: Promotions (18%), Employees Leaving (53%), New Positions (24%), and Temporary (5%).

Recruitment: *Most* firms use employees' referrals. *Many* also recruit via newspapers, in house promotion or transfer, EDD, or hire unsolicited applicants.

OTHER

Gender: Female 54%, Male 46%

Employment Type: Full-Time 48%, Part-Time 50%, Temporary/On Call 0%, Seasonal 0%.

Average Hours Worked as surveyed: Full-Time 39 Hours, Part-Time 26 Hours, Temporary 0 Hours, and Seasonal 10 Hours.

Note: A *few* employers report 30 Hours per week as Full-Time employment.

Union Status	Non-Union	Union
Firms	78%	22%
Employees	72%	28%

Note: *Almost all* recent hires were in Non-Union positions.

Alternate Titles: Crew person, service deli clerks, kitchen/cook helpers, cafeteria helper, food services assistant, diet aide.

GENERAL MANAGERS AND TOP EXECUTIVES

GENERAL MANAGERS AND TOP EXECUTIVES include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. This occupational definition does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

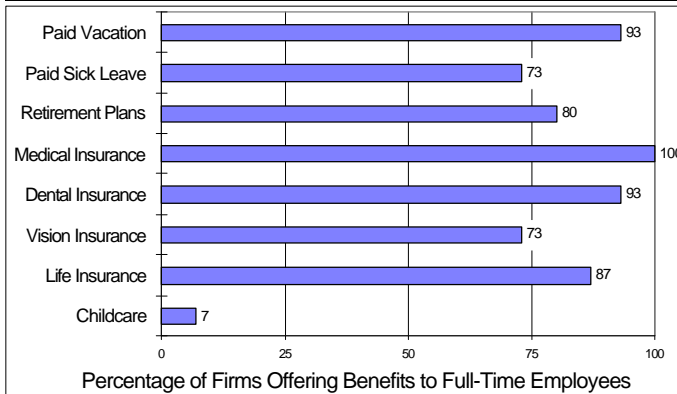


OES Code: 190050 42 Firms Surveyed
DOT Code: 189.167-022 15 Firms Responding 35% Response Rate 93 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$8.05-33.55	\$18.10
Union	N/A	N/A
Experienced/New To Firm		
Non-Union	\$9.80-43.75	\$20.40
Union	\$20.70	\$20.70
3+ Years Exp. with Firm		
Non-Union	\$15.60-45.95	\$23.50
Union	\$30.70	\$30.70

BENEFITS



A few firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Most firms report *some* recent hires have a Bachelor Degree. *Some* firms report *most* recent hires have some college but no degree. *Some* firms also report a *few* recent hires have Graduate Study.

Training: A *few* firms report requiring an administrative credential or various training seminars.

Experience: *Almost all* firms *always* require prior work experience ranging from 12-60 months. *Most* firms *never* allow training to substitute for work experience.

JOB SKILLS

Basic Skills: An analytical mind able to quickly assess large amounts of information and data is very important, as is the ability to consider and evaluate the interrelationships of numerous factors.

Computer Skills: Of firms seeking applicants with computer skills *almost all* seek word processing skills, *many* seek spreadsheet and database skills, and a *few* seek desktop publishing.

Other Skills: Must be able to communicate clearly and persuasively with customers, subordinate managers, and others.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%
 Growth for this Occupation is forecast to be *Slower than Average*. (8.5%)

Supply/Demand: Employers report it is *somewhat difficult* to find fully experienced and qualified applicants as well as inexperienced applicants. *Almost all* firms report stable employment during the last year as well as over the next three years.

Vacancies Filled in Last 12 Months were 23 due to: Promotions (4%), Employees Leaving (91%), and New Positions (4%).

Recruitment : *Most* firms recruit via newspaper ads and in-house promotion or transfer. *Many* use EDD and *some* use employees' referrals and private employment agencies.

OTHER

Gender: Male 59%, Female 41%

Employment Type: Full-Time 100%

Average Hours Worked Per Week as surveyed:
 Full-Time 43 Hours.

Union Status	Non-Union	Union
Firms	93%	7%
Employees	87%	13%

Note: *Almost all* recent hires were in Non-Union positions.

Alternate Titles: Executive Director, C.E.O., Vice President, Superintendent, Department Manager, Area Manager, Program Director, Assistant Manager.

GENERAL OFFICE CLERKS

GENERAL OFFICE CLERKS perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. This occupational definition does not include workers whose duties are narrowly defined.

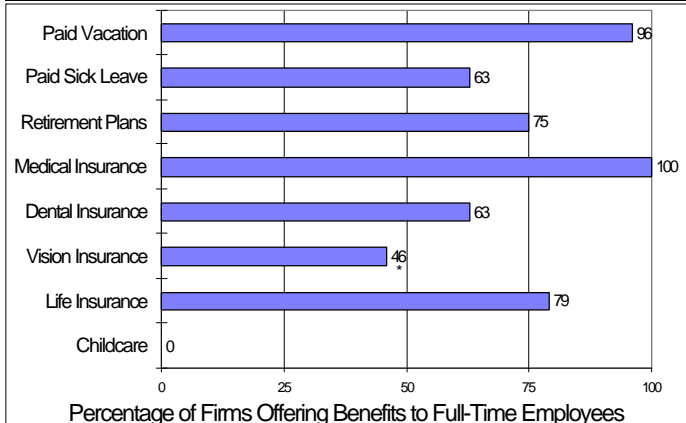


OES Code: 553470 47 Firms Surveyed
DOT Code: 209.562-010 26 Firms Responding 55% Response Rate 191 Employee Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$4.50-8.50	\$6.00
Union	\$8.10-10.15	\$8.70
Experienced/New To Firm		
Non-Union	\$6.00-8.80	\$7.25
Union	\$8.10-11.70	\$9.40
3+ Years Exp. with Firm		
Non-Union	\$7.00-10.60	\$9.00
Union	\$9.35-11.70	\$10.15

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Most firms report *almost all* recent hires have a High School Diploma or Equivalent. *Some* firms report a *few* have some college but no degree. A *few* firms report a *few* have A.A. degrees.

Training: *Some* firms require 6 months training in business.

Experience: Most firms *usually* require a minimum of 6-12 months experience. However *most sometimes* allow training to substitute for experience.

JOB SKILLS

Basic Skills: Good verbal and written communication skills, attention to detail, and the ability to perform routine tasks.

Computer Skills: Of firms seeking applicants with computer software skills, *almost all* firms seek word processing skills, *many* seek spreadsheet or database skills, and a *few* seek desktop publishing skills.

Other Skills: Include ability to work independently or as part of a team, ability to work under close supervision, ability to work under pressure.

EMPLOYMENT TRENDS

Size of Occupation: Very large.

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%.
 Growth for this Occupation is forecast to be *slower than average* (10.1%).

Supply/Demand: Employers report it is a *little difficult* to find fully experienced and qualified applicants as well as inexperienced applicants. *Most* firms report stable employment during the last year as well as over the next three years.

Vacancies Filled in Last 12 Months were 50 due to: Promotions (32%), Employees Leaving (26%), New Positions (22%), and Temporary (20%).

Recruitment: *Most* firm's recruit through newspaper ads. *Many* use employee referrals. *Some* use EDD, in house promotion or transfer, or hire unsolicited applicants.

OTHER

Gender: Female 97%, Male 3%

Employment Type: Full-Time 82%, Part-Time 18%, Temporary/On Call 0%, Seasonal 1%.

Average Hours Worked Per Week as surveyed: Full-Time - 40 Hours, Part-Time 22 Hours, Temporary 0 Hours, and Seasonal 25 Hours.

Union Status	Non-Union	Union
Firms	85%	15%
Employees	47%	53%

Note: *Most* recent hires were in Non-Union Positions.

Alternate Titles: Clerical aid/assistant, administrative aid/assistant, office associate, account clerk.

GUARDS AND WATCH GUARDS

GUARDS AND WATCH GUARDS stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.



OES Code: 630470

18 Firms Surveyed

DOT Code: 372.667-034

8 Firms Responding

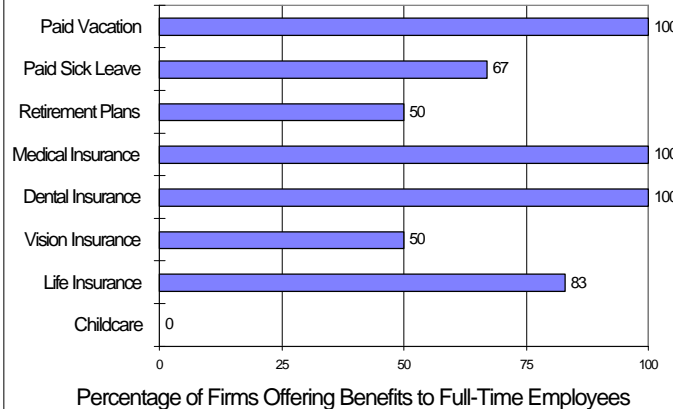
44% Response Rate

98 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$5.00-6.00	\$5.00
Union	\$8.20-8.45	\$8.30
Experienced/New To Firm		
Non-Union	\$5.00-12.50	\$5.65
Union	\$8.95-9.30	\$9.15
3+ Years Exp. with Firm		
Non-Union	\$5.35-15.00	\$6.40
Union	\$9.35-11.90	\$10.60

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Most firms report *most* recent hires have a High School Diploma or educational equivalent. *Some* report *some* recent hires have less than a High School Diploma or some college but no degree.

Training: Many firms report 6 months training is required. A few firms require California state certification.

Experience: Many firms *always* require work related experience ranging from 6-36 months. *Almost all* firms *sometimes* allow training to substitute for work experience.

JOB SKILLS

Basic Skills: Guards are expected to have good character references, no police record, good health - especially in hearing and vision- and good personal habits such as neatness and dependability. Most guards spend considerable time on their feet.

Computer Skills: All firms seeking applicants with computer skills seek word-processing software skills.

Other Skills: Guards may carry a flashlight, whistle, two-way radio and a watch clock. Some guards carry weapons.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
Average Total Occupational Growth Rate 12.8%
Growth for this Occupation is forecast to be *Average*. (12.1%)

Supply/Demand: Employers report it is *a little difficult* to find fully experienced & qualified applicants as well as inexperienced applicants. Many employers report growth during the last year and *most* employers project stable employment over the next three years.

Vacancies Filled in Last 12 Months were 20 due to: Promotions (5%), Employees Leaving (45%), New Positions (15%), and Temporary (35%).

Recruitment: Many firms recruit via newspaper ads, employees' referrals, or in-house promotion or transfer.

OTHER

Gender: Male 84%, Female 16%

Employment Type: Full-Time 71%, Part-Time 26%, Temporary/On Call 2%, Seasonal 1%.

Average Hours Worked Per Week as surveyed: Full-Time - 40 Hours, Part-Time 20 Hours, Temporary/On Call 40 Hours, and Seasonal 60 Hours.

Union Status	Non-Union	Union
Firms	75%	25%
Employees	88%	12%

Note: *Almost all* recent hires were in Non-Union positions.

Alternate Titles: Security Guard, Security Officer, Watchman.

HEATING, AIR COND. & REFRIG. MECHANICS & INSTALLERS

HVAC MECHANICS AND INSTALLERS install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. This occupational definition does not include workers who do only plumbing and pipefitting work.



OES Code: 859020
DOT Code: 637.261-014

18 Firms Surveyed
10 Firms Responding

55% Response Rate 74 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$6.00-8.50	\$6.00
Union	\$9.60-24.05	\$11.80
Experienced/New To Firm		
Non-Union	\$6.50-12.00	\$8.00
Union	\$9.60-24.05	\$12.80
3+ Years Exp. with Firm		
Non-Union	\$6.50-18.00	\$15.00
Union	\$9.60-24.05	\$13.35

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Employers report *all* recent hires have a High School Diploma or educational equivalent.

Training: *Some* employers report requiring certification in freon use, or completion of a recognized apprenticeship or trade school program.

Experience: *Many* employers report they *always* require 12-48 months work related experience. *Many* employers *usually* allow training to substitute for work experience.

JOB SKILLS

Basic Skills: An aptitude for mechanical work and the ability to analyze problems and absorb technical data. Must have an understanding of the principles of heat transfer, combustion, temperature, pressure, electricity, and magnetism.

Computer Skills: Of firms seeking applicants with computer skills *some* firms seek spreadsheet, word processing, database or other in house software skills.

Other Skills: Must be in good health and have above average strength and coordination in order to lift or move heavy pieces of equipment.

EMPLOYMENT TRENDS

Size of Occupation: Medium

Occupational Forecast 1993-2000 Imperial County
Average Total Occupational Growth Rate 12.8%
Growth for this Occupation is forecast to be *Average*. (14.0%)

Supply/Demand: Employers report it is *a little difficult* to find fully experienced and qualified applicants as well as inexperienced applicants. *Most* firms report stable employment during the last year as well as over the next three years.

Vacancies Filled in Last 12 Months were 19 due to: Promotions (5%), Employees Leaving (37%), New Positions (16%), and Temporary (42%).

Recruitment: *Many* firms recruit via newspaper ads and *some* recruit using employees' referrals, in-house promotion or transfer, unsolicited applicants or EDD.

OTHER

Gender: Male 99%, Female 1%

Employment Type: Full-Time 88%, Part-Time 1%, Temporary/On Call 1%, Seasonal 9%.

Average Hours Worked Per Week as surveyed: Full-Time - 40 Hours, Part-Time 20 Hours, Temporary/On Call 20 Hours, and Seasonal 20 Hours.

Note: A *few* firms report 30 Hours per week as Full-Time employment.

Union Status	Non-Union	Union
Firms	50%	50%
Employees	69%	31%

Note: *Almost all* recent hires were in Non-Union positions.

Alternate Titles: Service Technicians, Air Conditioning Technician, Sheet Metal Technician, Stationary Engineers, Master Worker, Skilled Trades Worker.

MAINTENANCE REPAIRERS - GENERAL UTILITY

MAINTENANCE REPAIRERS perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

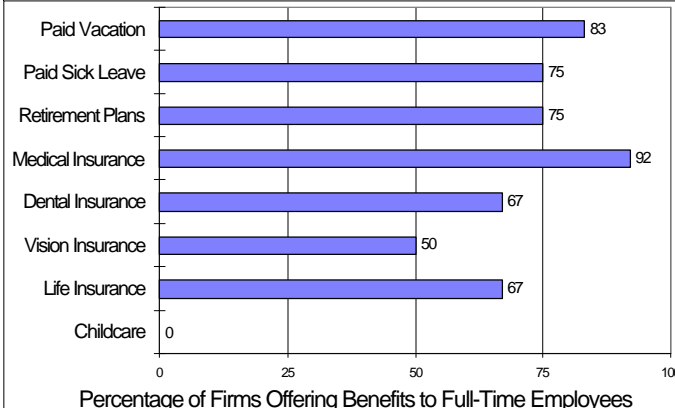


OES Code: 851320 34 Firms Surveyed
DOT Code: 899.381-010 17 Firms Responding 50% Response Rate 102 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$4.25-10.90	\$5.70
Union	\$8.05-18.90	\$9.50
Experienced/New To Firm		
Non-Union	\$4.25-14.50	\$7.65
Union	\$8.70-21.85	\$10.25
3+ Years Exp. with Firm		
Non-Union	\$4.25-17.25	\$8.40
Union	\$9.60-21.85	\$13.05

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: *Almost all* firms report *almost all* recent hires have a High School Diploma or educational equivalent. *Some* firms report *some* recent hires have some college but no degree.

Training: A *few* firms require special certification in welding, AC/Refrigeration, electrical, or plumbing.

Experience: *Most* employers *usually* or *always* require from 6-60 months work related experience. *Most* firms sometimes allow training to substitute for experience.

JOB SKILLS

Basic Skills: Good verbal communication skills, the ability to perform basic mathematical calculations, the ability to work independently and as part of a team.

Computer Skills: Of employers seeking applicants with computer skills *most* seek word processing skills and *some* seek database or other computer software skills.

Other Skills: The ability to lift at least 10 pounds and the ability to stand continuously for 2 or more hours.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%.
 Growth for this Occupation is forecast to be *average* (11.7%).

Supply/Demand: Employers report it is *a little difficult* to find fully experienced and qualified applicants as well inexperienced applicants. *Most* employers report stable employment during the last year as well as over the next three years.

Vacancies Filled in Last 12 Months were 30 due to: Promotions (17%), Employees Leaving (37%), New Positions (17%), and Temporary (30%).

Recruitment: *Almost all* firms recruit from newspaper ads. *Most* use employee's referrals, in-house promotion or transfer, and hire unsolicited applicants.

OTHER

Gender: Male 93%, Female 7%

Employment Type: Full-Time 86%, Part-Time 10%, Temporary/On Call 1%, Seasonal 3%.

Average Hours Worked Per Week as surveyed: Full-time 41 Hours, Part-Time 29 Hours, Temporary 13 Hours, and Seasonal 13 Hours.

Note: A *few* employers report 30 Hours per week as Full-Time employment.

Union Status	Non-Union	Union
Firms	71%	29%
Employees	73%	27%

Note: *Most* recent hires were in Non-Union positions.

Alternate Titles: Maintenance worker, maintenance mechanic, skilled trade assistant.

MEDICAL ASSISTANTS

MEDICAL ASSISTANTS perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handling instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

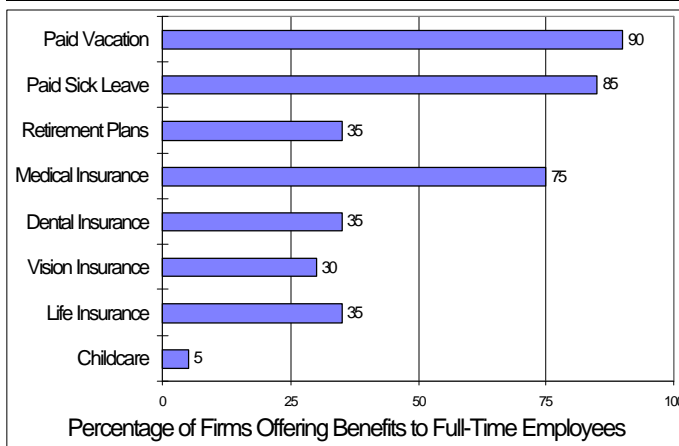


OES Code: 660050 31 Firms Surveyed
DOT Code: 079.362-010 20 Firms Responding 65% Response Rate 97 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$4.25-8.30	\$6.00
Union	N/A	N/A
Experienced/New To Firm		
Non-Union	\$4.75-10.25	\$7.50
Union	\$15.90	\$15.90
3+ Years Exp. with Firm		
Non-Union	\$7.00-13.50	\$8.50
Union	\$18.40	\$18.40

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Most firms report *almost all* recent hires have a High School Diploma or educational equivalent. Some firms report *some* recent hires have some college but no degree.

Training: Many firms require minimum certification as a Medical Assistant.

Experience: Many firms *usually* require 6-12 months experience working in a medical office or as a medical assistant. Most firms *sometimes* allow training to substitute for experience.

JOB SKILLS

Basic Skills: Basic math and the ability to read and follow instructions, write legibly and communicate clearly.

Computer Skills: Most employers seek applicants with database and many employers seek applicants with word processing.

Other Skills: The ability to use good judgment and discretion in dealing with patients' confidential records.

EMPLOYMENT TRENDS

Size of Occupation: Medium

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%.
 Growth for this Occupation is forecast to be *much faster than average* (19.7%).

Supply/Demand: Employers report it is *a little difficult* to find fully experienced and qualified employees and *somewhat difficult* to find inexperienced applicants. Some employers report growth during the last year as well as over the next 3 years.

Vacancies Filled in Last 12 Months were 35 due to: Promotions (11%), Employees Leaving (32%), and New Positions (57%).

Recruitment methods used by *most* employers include employee referral and newspaper ads.

OTHER

Gender: Female 78%, Male 22%

Employment Type: Full-Time 81%, Part-Time 17%, Temporary/On call 2%.

Average Hours Worked Per Week as surveyed:
 Full-Time - 40 Hours, Part-Time 25 Hours, and Temporary 8 Hours.

Union Status	Non-Union	Union
Firms	95%	5%
Employees	76%	24%

Note: *Almost all* recent hires were in Non-Union positions.

Alternate Titles: Medical Technical Assistant, Certified Medical Assistant, Nursing Assistant.

SALESPERSONS-RETAIL (EXCEPT VEHICLE SALES)

SALESPERSONS-RETAIL (EXCEPT VEHICLE) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. This occupational definition does not include persons who work *primarily* as Cashiers.



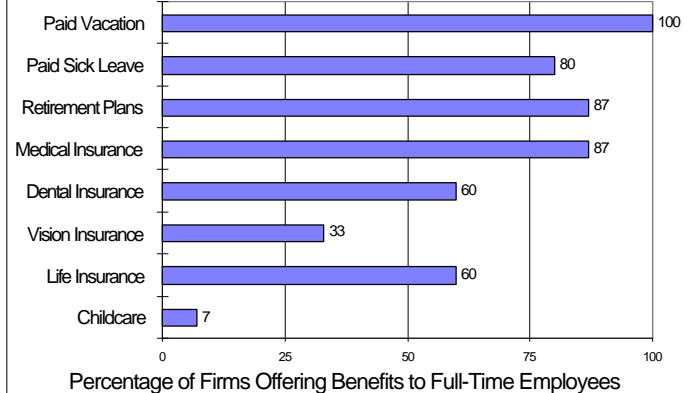
OES Code: 490112 41 Firms Surveyed 39% Response Rate 673 Employees Represented
DOT Code: 279.357-054 16 Firms Responding

WAGES

Experience	Range	Median
Entry/No Experience Non-Union	\$4.25-7.00	\$4.90
Experienced/New To Firm Non-Union	\$5.00-7.00	\$5.75
3+ Years Exp. with Firm Non-Union	\$5.45-13.00	\$7.25

Note: Wages do not include commission wages that some employers reported paying.

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Most firms report *almost all* recent hires have a High School Diploma or educational equivalent. Many firms report *some* have some college but no degree.

Training: Many firms *sometimes* allow training to substitute for experience.

Experience: Many firms *usually* require 6-12 months experience.

JOB SKILLS

Basic Skills: Ability to apply sales techniques, make change, operate a cash register, and write effectively. Also must possess tact, patience, and courtesy in dealing with customers.

Computer Skill: Most employers seek applicants with word processing. Many employers seek applicants with database. Knowledge of computerized registers is also sought.

Other Skills: The physical ability to stand for extended periods of time as well as the ability to bend, lift, and stretch in order to arrange, store, or display items.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%.
 Growth for this Occupation is forecast to be *Average* (12.5%).

Supply/Demand: Employers report it is *somewhat difficult* to find fully experienced and qualified applicants as well as inexperienced applicants. Most employers report stable employment during the last year and growth during the next three years.

Vacancies Filled in Last 12 Months: were 262 due to: Promotions (11%), Employees Leaving (44%), New Positions (32%), and Temporary (13%).

Recruitment: *Almost all* firms recruit from employees' referrals. Most use newspaper ads.

OTHER

Gender: Male 56%, Female 44%

Employment Type: Full-Time 65%, Part-Time 34%, Temporary/On Call 0%, and Seasonal 0%.

Average Hours Worked Per Week as surveyed: Full-Time 39 hours, Part-Time 26 hours, Temporary 16 hours, and Seasonal 0 hours.

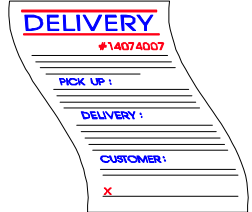
Note: A few firms report 30 Hours per week as Full-Time employment.

Union Status : No union employment reported.

Alternate Titles: Sales Associate, Sales Representative, Sales Consultant, Floor Salesperson, Retail Clerk.

TRAFFIC. SHIPPING. AND RECEIVING CLERKS

TRAFFIC, SHIPPING, AND RECEIVING CLERKS verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. This occupational definition does not include stock clerks, and workers whose primary duties involve weighing and checking.



OES Code: 580280 41 Firms Surveyed
DOT Code: 222.387-050 16 Firms Responding 39% Response Rate 62 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$4.25-16.80	\$6.75
Union	\$8.50-14.05	\$10.25
Experienced/New To Firm		
Non-Union	\$5.00-16.80	\$7.50
Union	\$10.00-16.25	\$12.50
3+ Years Exp. with Firm		
Non-Union	\$6.00-16.80	\$8.70
Union	\$13.10-16.25	\$13.50

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: Most firms report *most* recent hires have a High School Diploma or educational equivalent. Some firms report *some* recent hires have some college but no degree.

Training: A few firms require training in computerized inventory control, product handling, hazmat training or accounting.

Experience: Many firms *usually* require 6-12 months experience. Most firms *sometimes* allow training to substitute for experience.

JOB SKILLS

Basic Skills: Possess at least normal physical strength and be able to stand for long periods. Normal or corrected vision and hearing are essential.

Computer Skills: *Almost all* firms seek applicants with database computer skills. *Most* seek word processing skills and *some* seek spreadsheet or other software skills.

Other Skills: Ability to work independently and establish good working relationships with fellow employees. Sometimes work under pressure.

EMPLOYMENT TRENDS

Size of Occupation: Large

Occupational Forecast 1993-2000 Imperial County: Average Total Occupational Growth Rate 12.8%. Growth for this Occupation is forecast to be *Faster Than Average* (15.6%)

Supply/Demand: Employers report it is a *little difficult* to find fully experienced and qualified applicants. They report it is *somewhat difficult* to find inexperienced applicants. Some firms report growth during the last year as well as over the next three years.

Vacancies Filled in Last 12 Months were 12 due to: Promotions (33%), Employees Leaving (50%), and New Positions (17%).

Recruitment: Most firms use employee referrals and in house promotion or transfer. Many also recruit by newspaper ads, hire unsolicited applicants or use EDD.

OTHER

Gender: Male 84%, Female 16%

Employment Type: Full-Time 92%, Part-Time 3%, Temporary/On Call 0%, Seasonal 5%.

Average Hours Worked Per Week as surveyed: Full-Time - 41 Hours, Part-Time 34 Hours, Temporary 0 Hours, and Seasonal 60 Hours.

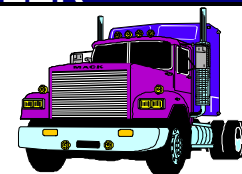
Union Status	Non-Union	Union
Firms	81%	19%
Employees	52%	48%

Note: Most recent hires were in Non-Union positions.

Alternate Titles: Warehouse person, stores technician, directs, product distribution technician, dispatcher.

TRUCK DRIVERS-HEAVY OR TRACTOR TRAILER

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER drive tractor trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.



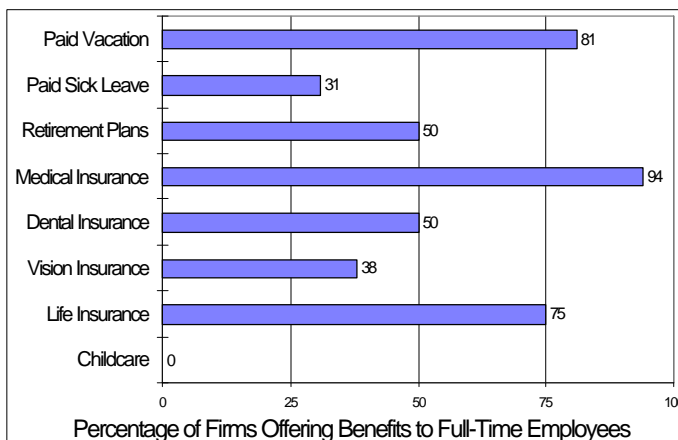
OES Code: 971020 48 Firms Surveyed
DOT Code: 905.663-014 19 Firms Responding 40% Response Rate 208 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience		
Non-Union	\$5.20-16.80	\$8.45
Union	N/A	N/A
Experienced/New To Firm		
Non-Union	\$5.50-15.00	\$9.80
Union	\$12.50-14.40	\$13.45
3+ Years Exp. with Firm		
Non-Union	\$7.00-15.00	\$10.00
Union	\$13.10-17.25	\$15.20

*** Non Union wages include commission wage as reported.*

BENEFITS



No firms report offering benefits for Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: *Almost all* firms report *almost all* recent hires have a High School Diploma or educational equivalent.

Training/Certification: *Most* firms require a clean DMV and appropriate class drivers license. *Some* firms also require hazmat certification, tanker endorsement, or load handling training.

Experience: *Most* firms *always* require previous experience. *Most* firms *sometimes* accept training for experience.

JOB SKILLS

Basic Skills: Good hearing, vision, and the ability to stay alert in heavy traffic or on long stretches of barren road.

Computer Skills: No employers reported seeking computer skills in applicants.

Other Skills: Willingness to work alternate work schedules that may include maximum number of working hours allowable under federal regulations, frequent night travel or time away from home for several days at a time.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%.
 Growth for this Occupation is forecast to be *Faster Than Average*. (18.4%)

Supply/Demand: Employers report it is a *little difficult* to find fully experienced and qualified applicants as well as inexperienced. *Many* firms report growth during the last year as well as over the next three years.

Vacancies Filled in Last 12 Months were 42 due to: Promotions (12%), Employees Leaving (38%), New Positions (38%), and Temporary Positions (12%).

Recruitment: *Almost all* employers use employees' referrals. *Most* use newspaper ads and *some* hire unsolicited applicants, use EDD or in-house promotion or transfer.

OTHER

Gender: Male 97%, Female 3%

Employment Type: Full-Time 94%, Part-Time 5%, Temporary/On call 0% and Seasonal 1%.

Average Hours Worked: per week of positions reported include Full-Time - 55, Part-Time 25, Temporary/On call 0, and Seasonal 60.

Union Status	Non-Union	Union
Firms	89%	11%
Employees	87%	13%

Note: *Almost all* recent hires were in Non-Union positions.

Alternate Titles: Delivery Driver, Long Haul Driver

WAITERS AND WAITRESSES

WAITERS AND WAITRESSES serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Workers who only work at counters are not included in this survey.



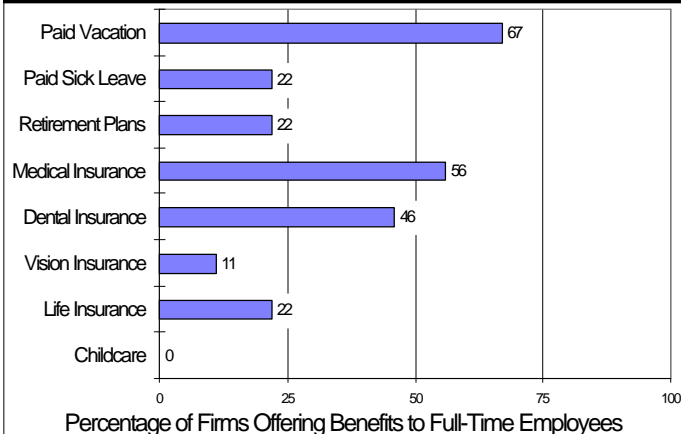
OES Code: 650080 48 Firms Surveyed
DOT Code: 311.477-030 15 Firms Responding 31% Response Rate 146 Employees Represented

WAGES

Experience	Range	Median
Entry/No Experience	\$4.25-10.25	\$4.25
Experienced/New To Firm	\$4.25-10.25	\$5.00
3+ Years Exp. with Firm	\$4.25-14.80	\$6.00

Note: Wages do include estimated wages from tips as reported. Tip wages are common for this occupation.

BENEFITS



Some firms report offering limited benefits to Part-Time employees.

EDUCATION, TRAINING & EXPERIENCE

Education: *Almost all* firms report *many* recent hires have a High School Diploma or Equivalent. *Some* firms report *many* recent hires have some college but no degree.

Training: *Some* firms report in-house, on the job, or other training for approximately 3 months.

Experience: *Most* firms *sometimes* require 6-12 months experience. *Most* firms *sometimes* allow training to substitute for experience.

JOB SKILLS

Basic Skills include ability to continually stand, carry, and stretch, possess a neat and clean appearance, and be pleasant.

Computer Skills: Knowledge of computerized cash registers is a skill increasingly being sought by employers seeking applicants.

Other Skills becoming more important are customer service, and CPR.

EMPLOYMENT TRENDS

Size of Occupation: Very Large

Occupational Forecast 1993-2000 Imperial County
 Average Total Occupational Growth Rate 12.8%.
 Growth for this Occupation is forecast to be *Faster Than Average*. (14.5%)

Supply/Demand: Employers report it is *somewhat difficult* to find fully experienced and qualified applicants. They report it is *a little difficult* to find inexperienced applicants. *Many* employers report stable employment during the last year as well as over the next three years.

Vacancies Filled in Last 12 Months were 60 due to: Promotions (2%), Employees Leaving (60%), New Positions (12%), and Temporary Positions (27%).

Recruitment methods used by *most* employers include employee referrals and EDD. *Many* also use newspaper ads and hire unsolicited applicants.

OTHER

Gender: Female 79%, Male 21%

Employment Type: Full-Time 55%, Part-Time 34%, Temporary/On call 8% and Seasonal 3%.

Note: *Some* employers report 35 Hours per week as Full-Time employment.

Average Hours Worked Per Week as surveyed: Full-Time - 38, Part-Time 22, Temporary/On call 27, and Seasonal 5.

Union Status : No Union employment reported.

Alternate Titles: Servers, hostesses

Sample Questionnaire

Other Information

TOP TEN OCCUPATIONAL INFORMATION RESOURCES

Projection and Planning Information

PPIs are annual reports that include geographic and industry profiles, population and labor force statistics, industry trends and outlook, and occupational projection data. Separate *PPIs* are published for California, for most of its 58 counties, and for each Metropolitan Statistical Area. *PPIs* are produced by the Labor Market Information Division of the California Employment Development Department. Call LMID at (916) 262-2162.

California Occupational Guides

The *Guides* are statewide profiles of specific occupations. Each of the roughly 350 guides available describe an occupation or occupational field and include sections on: working conditions; employment outlook; wages, hours & benefits; entrance requirements; advancement; tips on finding employment; and additional information. A complete set of *Guides* also includes a section on emerging occupations. The *Guides* are produced by the Labor Market Information Division of the California Employment Development Department. Orders should be faxed on your organization's letterhead to: Occupational Research Unit, (916) 262-2443. An electronic version entitled *Occupational Profiles* is also available; call (916) 262-2162 for information on how to obtain a copy.

California Occupational Guide Wage Supplement

The *Wage Supplement* is a report that includes local wage data for specific occupations from recently published CCOIS Occupational Outlook Reports. The *Wage Supplement* is produced by the Labor Market Information Division of the California Employment Development Department. Call the Occupational Research Unit at (916) 262-2162.

Career Guide to Industries

The *Career Guide to Industries* is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries, which together, account for about 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, and occupational information including training, advancement, earnings, benefits, and outlook. The *Career Guide to Industries* costs approximately \$12, and is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores. Call (213) 239-9844 or (415) 512-2770.

Dictionary of Occupational Titles

The *DOT* is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the *DOT* includes two volumes

with a total of 1400 pages describing more than 12,000 occupations. Each numeric DOT code (or classification) reveals the level of skills required to work with data, people, and things. Occupational descriptions outline the major task elements of the job. Also included are alternate job titles and work characteristics such as physical requirements, General Education Development (GED), and Specific Vocational Preparation (SVP) time required. The DOT costs approximately \$50 for soft cover and is produced by the U.S. Department of Labor, Employment and Training Administration. Order from U.S. Government Bookstore (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

Digest of Licensed Occupations

The *Digest* includes information on the 100 or so occupations regulated by various State agencies. The *Digest* includes a list of occupations licensed by the State of California along with license fees, licensing requirements and the name & address of the licensing authority. The *Digest* is updated annually and is available from the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at (916) 262-2162.

Occupational Outlook Handbook

The *OOH* includes nationwide profiles of about 250 occupations (or fields) which together, cover 85 percent of all jobs. Information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings, and related occupations. The *OOH* is updated every two years and costs approximately \$32 for soft cover and \$38 for hard cover. It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

Occupational Outlook Quarterly

The *Quarterly* is a magazine companion to the Occupational Outlook Handbook. Typically, each edition will have four to six articles, with each article focusing on an occupation, industry, or other labor market topics. The *Quarterly* also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. A one year subscription costs approximately \$9.50. The *Quarterly* is published four times per year by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213) 239-9844 or (415) 512-2770.

Occupational Outlook Reports

Occupational Outlook Reports include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). Information includes: the nature of the work; projections of size, growth and separations; supply-demand assessment; training, experience and other

requirements; employer recruitment methods; and earnings and benefits. The CCOIS is a partnership program between state and local agencies. It is coordinated at the state level by the Labor Market Information Division of the California Employment Development Department with policy advice from the California Occupational Information Coordinating Committee (COICC). Local CCOIS agencies conduct extensive research on specific occupations and publish the annual reports. The CCOIS became a statewide program in 1996 with the addition of seven new local project sites.

Training Directories

Training Directories are also products of the California Cooperative Occupational Information System (CCOIS), and are produced by most of the local CCOIS agencies. Training Directories generally contain the names, addresses, and phone numbers of local (or regional) training providers, and a listing of their programs offered. Many directories provide additional information, such as program cost and length, as well as information on available services. Some training directories are incorporated into the Occupational Outlook Report, while others are available as separate publications.

Imperial County Area Profile

Imperial County is located in the southeast corner of the State of California, less than two hours from San Diego and within four hours of greater Los Angeles, Phoenix, and Tucson. The county is bordered on the north by Riverside County, on the west by San Diego County, on the south by Mexico, and on the east by the Colorado River. Annual rainfall in the county averages less than 3 inches, and the county enjoys a frost-free year-round growing season. The average temperature is 73 degrees.

The major east-west thoroughfare is Interstate 8, which begins in San Diego and travels east to the Arizona border. Route 111, which travels north and south, passes through the city of Calexico and is the busiest in the County.

According to the 1990 Census the population of 106,100 was composed of 65.8 percent Hispanic (the highest percent in the State), 29 percent White, 2.1 percent Black, 1.6 percent American Indian, and 1.5 percent Asian/Pacific Islander. Population centers are El Centro, Calexico, and Brawley. The median family income at the time of the 1990 Census was \$25,147. By January 1, 1995, the population had grown to 141,500.

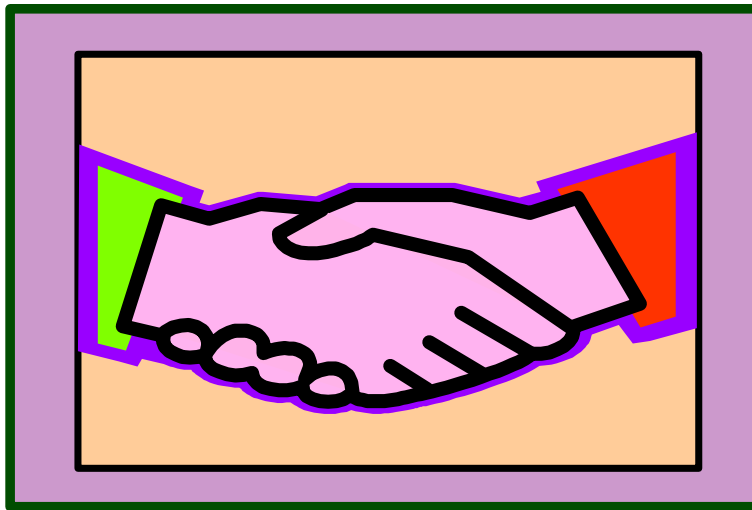
Agriculture is a dominant industry in the county and often leads the State in production of vegetables and melons, field crops, and livestock. Agricultural payrolls account for one-fourth of total industry employment in the county.

Imperial County expects to benefit from passage of the North American Free Trade Agreement (NAFTA), which became effective on January 1, 1994. A new 43.9 million dollar port of entry opened in 1997. Located six miles east of the original port in Calexico, it now accommodates additional vehicle and bulk inspection stations. A new state Highway Route 7 connects the new port with other regional highways.

Imperial County actively pursues economic development through combined efforts of State, county, and local agencies. There is an enterprise zone offering a variety of tax incentives for employers located in Calexico. Several factors contribute to an optimistic economic development outlook.

- ◆ Plentiful water via the Colorado River and the All-American Canal
- ◆ Electrical power rates lower than those in San Diego, Los Angeles and Riverside counties
- ◆ Ozone air quality levels in compliance with federal standards
- ◆ County and privately operated Class III waste disposal sites
- ◆ Infrastructure providing access to domestic and international markets

Private Industry Council Of Imperial County



The Mission of the Private Industry Council of Imperial County is to prepare people for employment to meet the needs of employers.